

**TOWN OF UNDERHILL
SPECIAL SELECTBOARD MEETING MINUTES
Underhill Town Hall
Monday, June 6, 2016, 6:00 p.m.**

Selectboard: Cliff Peterson, Rick Heh, Kurt Johnson

Town Staff: RaMona Sheppard – Finance Director/HR Manager, Sherri Morin – Town Clerk/Treasurer, Nate Sullivan – Road Foreman

Public: Tom Morrow, Dan Steinbauer, Paul Ruess, David Weaver, Surinda and David Cavanagh, Pam Parshall, Jackie Stoner, James Baker

6:00 Call to order, adjustments to agenda. Added: Consideration of Nomination of James Baker as Zoning Administrator, Peisch & Co. audit services agreement.

Public Comment Period: No comments.

Zoning Administrator Position: James Baker, nominated for the position by the Planning Commission, was introduced; discussion ensued. On a motion by Clifford Peterson, seconded by Rick Heh, Board voted 3-0 that Mr. Baker be appointed to the position and that the Chair be authorized to work out details such as start date and compensation in consultation with the HR director.

CSWD: Tom Morrow, CSWD, made the budget presentation and discussion ensued. On a motion by Clifford Peterson, seconded by Rick Heh, the budget was approved 3-0.

New Business:

River Road Speed Study: consensus of Board to defer consideration and hold a well-advertised public hearing on the matter; discussion with Jackie Stoner ensued; Town to put CCRPC study on website.

Old Schoolhouse contract: duly executed.

Vacation rollovers: On a motion by Clifford Peterson, seconded by Rick Heh, rollover of 88 hours for Sherri Morin on her upcoming anniversary date approved 3-0. On a motion by Clifford Peterson, seconded by Rick Heh, rollover of 80 hours for RaMona Sheppard on her upcoming anniversary date approved 3-0. HR manager to provide board with text of previous vacation policy in which vacation hours were calculated on an accrual basis.

Hourly employees (verification & approval of overtime, etc.): policy noted.

On a motion by Clifford Peterson, seconded by Rick Heh, Board approved 3-0 paying 2/3 of cost of handicapped accessible portable toilet at Old Schoolhouse to the end of November, 2016, if Historical Society provides 1/3 of the cost.

On a motion by Clifford Peterson, seconded by Rick Heh, Board approved Peisch & Co. engagement letter for audit services.

Old Business: Access Permit Applications:

Hunt (RA068T): On a motion by Clifford Peterson, seconded by Rick Heh, evidence reopened on a vote of 3-0. Report of Mike Weisel added to the record. On a motion by Clifford Peterson, seconded by Rick Heh, consideration of the application continued to the next regular meeting, June 21, 2016.

Cavanagh (LE099): David and Surinda Cavanagh presented the application for a driveway extension. Discussion ensued. On a motion by Clifford Peterson, seconded by Rick Heh, application approved with conditions on a vote of 3-0.

Executive Session: On a motion by Clifford Peterson, seconded by Rick Heh, the Board entered executive session pursuant to 1 V.S.A. 313(a)(3) to consider applications for open Highway Department position, with Nate Sullivan and RaMona Sheppard attending.

On a motion by Clifford Peterson, seconded by Rick Heh, the Board voted 3-0 to exit executive session; no action taken.

Warrants and Minutes: Current warrants approved. On a motion by Clifford Peterson, seconded by Rick Heh, the Selectboard Minutes of the May 24, 2016 Regular Meeting were approved as submitted, 3-0.

Member Items, Correspondence, Announcements, Schedule: Note was made of the need to make appointments of a representative and alternate to the Chittenden County Regional Planning Commission. By consensus, the item to be revisited at the next meeting.

Kurt Johnson raised issues of condition of stream crossings and recapping of tires on Highway Department vehicles. Road Foreman to create priority list of stream crossings and do cost analysis on replacing tires recapped more than once.

The next regularly scheduled Selectboard meeting will be June 21, 2016

Deliberative Session: By consensus, no deliberative session needed.

Adjournment: On a motion by Clifford Peterson, seconded by Rick Heh, the Board voted 3-0 to adjourn.


Clifford Peterson, Chair


Date